Minutes of the Vestry Meeting
Emmanuel Episcopal Church
August 26, 2009

Present: Father Robert Salamone, Father Edwin Beckham, Anne Brightwell, John Becker, Joe Clements, Phillip Cofer, Dee Forester, Chuck Galis, Erwin Greene, Matthew Hicks, Vince Howard, Matt Humphrey, Marty Kemp, Nancy McDuff, Naomi Norman, Lisa Yarn
Absent: Curt Collier

The meeting was called to order by Senior Warden Naomi Norman at 7:00 p.m. Father Robert was attending, but had undergone medical procedures earlier in the day.

Phillip Cofer presented the devotion examining the idea that struggles and obstacles give us strength to do the right thing.

One addition to the agenda was the presentation of the Day School budget.

Information/Discussion Items:

Joe highlighted his letter in the *Tower* as the kickoff to the **Stewardship** campaign. He cited the three sources of guidance in the Anglican tradition: scripture (Luke 12:22-31), reason, and tradition. He asked all parishioners to contemplate "Why Emmanuel?" to prioritize their lives and especially urged the Vestry to go through this process.

Marty reported that she expected 250 of the $100 tickets for the **Fundraiser** would be sold by the evening on August 27. Dee arranged the menu with Lindsay Payne catering. All the Vestry had volunteered to help with the event. Naomi thanked Marty, Dee, and Gillian Ball (silent auction) for their tremendous job. It was noted that anyone asking about tax issues should be referred to their tax accountant. Emmanuel will take out the 28% required by the license and will report the winnings on the 1099 form for the winner of the drawing.

Naomi gave an update on the **Vestry Nominating Committee** (VNC). She hopes each Vestry person will nominate one person on the form from the VNC. She asked the Vestry to share their ideas about the question, "What does Vestry service involve?" Some answers were: joy, spiritual growth, better awareness and understanding of the work of the church, commitment becoming more than being just expected, more detail work and interaction with parishioners, and more "hands-on" work. She asked that any additional thoughts be emailed to her. Naomi also asked the Vestry to share ideas on how to assimilate the new Vestry members elected each year as well as the qualities and gifts needed on the Vestry. Those considering running should begin reading all information available to them to bring themselves up to speed on the issues. Nancy asked if those not elected last year had been involved in leadership roles as was hoped in our new process of elections. Naomi responded that each of them had been given a one-year assignment; they will be asked if they would like to run again.

Vince reported for the **Missions and Extended Ministry Committee** (MEMC) that recommendations for funding for this quarter are:

- **YWCO** - $5000 for underserved girls ages 5-14 to provide a summer program based on need.
- **Elewana Education Project** - $5000 to complete a Mission House in Amagoro, Kenya, for visiting students, faculty and missionaries to their partner schools in Kenya. (see MEMC report for details).
- **School in Limonade, Haiti** - $2500 (third of four payments approved for 2009). Naomi commented that wiring the funds to Haiti was working well. The Bishop of Haiti takes a portion of all donated funds to help parishes not partnered with a church in the U.S.

Naomi thanked Priscilla Golley for assuming the tasks of chairing the Thrift House and organizing their system to meet the requirements of the accounting for the Thrift House.

Naomi explained that a **Topographic Map** of the Emmanuel campus is needed by the architect before any designs are begun. Two bids have been received. Vince stated that the bids must be clarified to be sure they involve the same quality of project. The cost will come out of the line item for professional services.

Matthew and Chuck outlined the issues with the **Huddle House property**. From the environmental standpoint, Chuck said that since we would like to buy the property at some point we would likely need an environmental report on the property. He will procure bids for this and present them at the September 23 Vestry meeting. Matthew suggested that the Vestry must decide what we want before we approach the seller (who does desire to sell). The seller has asked for $300,000, but the appraisal was $210,000. The sale would be contingent on the Huddle House moving out. Naomi said that the Vestry needs to give Chuck and Matthew authority to continue talking and negotiating. They could ask for funds from the Endowment Board or use funds in the Property Reserve line which would impact the Capital Campaign.

Phillip led a discussion of Emmanuel's **Communications.** He cited the website and the *Tower* as the most important vehicles and asked for input about how people use the website and what people might use it (parishioners experienced and inexperienced with the web, searchers, visitors, etc.). Several people commented on how excellent our website was and how useful. Lisa Yarn reported that the outreach official from the Diocese said ours was one of the best in the Diocese, especially the section on outreach. Edwin said he had talked to Bob Wood, the webmaster, and will work with Melissa about the feasibility of posting a Google calendar on the website. Anne suggested that one Vestry Forum be dedicated to looking at the website and presenting what information is included there.

Vestry ideas on what is needed on the website included (many of these items already exist on the site):

- Current information and happenings.
- Repository of information.
- Decision on whether the website should serve as our primary archives (as it stands now) or should the archives be kept separately.
- Accuracy and up-to-date information.
- Easy accessibility, current events, attractive presentation.
- Consideration of creating a website committee to help keep the website current and discuss new initiatives.
- Consideration of having professional help.
- Hospitable presentation to visitors and seekers.

- Use of Google Analytics (free service) to provide a “Search” option.

An Ad Hoc committee, composed of Phillip, Erwin, Father Edwin, and Bob Wood, was formed to consider the function of the website and its needs (if all agree to serve).

Reports:

There were no questions on submitted reports.

In giving the **Junior Warden’s Report**, John said there had been much progress on the roof repair. He had originally requested $168, 500 for the slate repair, carpentry, etc., but not the masonry. An additional $14,900 is needed but he is requesting $17,000 just to be sure all is covered. The work is expected to be completed in two weeks.

Naomi’s **Senior Warden’s Report** included the following points:

- The Vestry cooking team will serve at the October 28 Wednesday Night Supper. Dee and Marty volunteered to be the team co-captains.
- The tax bill for the church, cottages, and the Thrift House will be about $13,000 and that is included in the budget.
- The Vestry is asked to read the *Vestry Papers*.
- Naomi will host a Vestry potluck on September 13.
- The Ministry Fair will be on September 13 at 9:30 and after the 10:30 service. Ministry chairs should get their tables ready. Melissa will take care of refreshments.

In his **Rector’s Report**, Father Robert relayed that:

- He and Bob Wood have been asked to be on the Diocesan Commission to investigate how all parishes will come under the Episcopal Church’s insurance plan.
- He is quite pleased that the fundraiser both brought financial success and fostered great camaraderie.
- He is pleased with the progress on the roof repair.
- He hopes all of this progress will unify the parish.

Financial Review:

Nancy noted that income is down more than during last summer. She asked the Vestry to monitor their lines assigned in the budget. She gave out planning sheets for requests for the 2010 Budget and reminded the Vestry to print out the forms on the website to assess the current status in the 2009 Budget. The requests need to be turned in to Nancy by September 8, 2009. Nancy commended to them this month’s *Vestry Papers* on church finances. Lastly, she distributed the Day School Budget for 2009-2010 based on the actual enrollment. The Finance Committee recommends approval.

Action Items:

Motion: John moved that the Vestry release $17,000 to finish the roof and clean-up.
The motion was seconded and passed unanimously.

Motion: Vince proposed the acceptance of the recommendations of the MEMC to approve funds for the YWCO ($5000), the Elewana Education Project ($5000), and the quarterly payment to the school in Limonade, Haiti ($2500).
The motion was seconded and passed unanimously.

Motion: Naomi moved to approve the expenditure of $7405 to procure a topographical map of the Emmanuel campus.
The motion was seconded and passed unanimously.

Motion: Nancy moved that the Vestry accept the recommendation of the Finance Committee to approve the Day School Budget.
The motion was seconded and passed unanimously.

Motion: Anne moved that the Vestry authorize Matthew and Chuck to continue negotiations with Robin Smith about the Huddle House property.
The motion was seconded and passed unanimously.

Good of the Order:

Naomi announced a called Vestry meeting on Wednesday, September 2, at 6:30 pm, to discuss the next step in the Capital Campaign.

Matthew noted that there had been two parent meetings for the Catechesis of the Good Shepherd. The number of children has gone from 42 last year to 117 this year. He urged the Vestry to visit the Atria. John added that the parent meetings were very helpful.

Fr. Edwin reported that he had formed a Renovations Committee for the youth center, composed of several parents & one youth leader, and that the renovations will be divided between the committee and the kids themselves. In addition, he reported that two to three more youth leaders are needed for J2A classes and EYC activities

Joe asked for prayers as we begin the new season of the stewardship campaign.

Naomi thanked everyone for their work on the fundraiser and celebrated how the Vestry came together to work on the project.

Father Edwin closed the meeting with a prayer and the meeting was adjourned at 9:45 pm.

Submitted by Lee L. Albright, Clerk of the Vestry

Approved by: Anne Brightwell, John Becker, Joe Clements, Phillip Cofer, Dee Forester, Chuck Galis, Erwin Greene, Matthew Hicks, Vince Howard, Matt Humphrey, Marty Kemp, Nancy McDuff, Naomi Norman, Lisa Yarn
Absent: Curt Collier